

Liberty Tree Academy
Prearranged Absence Plan

The parent or legal guardian of the student listed below requests that his/her child be excused from school on the dates shown. Requests for the prearranged absence must be received by the principal at least one week prior to the day the absence begins, in order for the absence to be excused.

Both the student and his/her parents/guardians should be aware of unintended consequences of missing school. Absent students may struggle to make up work or to keep up during classroom discussions upon their return. It is the student's responsibility to catch up. Therefore, it is strongly recommended that vacations be taken only during designated school breaks.

It is the responsibility of the student and parents/guardians to obtain any available assignments prior to a prearranged absence. Some assignments will not be available beforehand, in which case the student or parents/guardians must contact the teacher to ascertain which assignments were missed during the absence. Students who need notes must obtain them from a classmate. For excused absences, after returning to school, students will have two days for every day absent, to make up missed work.

Student Name: _____ Grade: _____

Teacher(s): _____

Today's Date: _____ Dates of Absence: From _____ to _____

Reason for Absence: _____

Description of Travel: _____

Parent/Guardian Name Printed

Parent/Guardian Signature

Parent/Guardian Email Address

Parent/Guardian Telephone Number

Procedure

1. Parents/Guardians: Please fill out this form and return it to the front office at least one week prior to the scheduled absence.
2. Office Staff: Please give this form to the principal. After approval, make a copy for the teacher(s).
3. Teacher(s): If possible, please give the student any assignments that have been prepared and which can be completed during the absence.

Principal's signature: _____